

Columbus – Bartholomew County Planning Department

Site Development Plan Application

Planning Department Use Only:

Jurisdiction: ☐ Columbus ☐ Bartholomew County

Docket No.: _____

Site Development Plan Application:

Application Type: ☐ Initial Site Development Plan ☐ Minor Modification ☐ Site Development Plan Revision

Project Title / Facility Name: _____

Total Number of Signs Requested _____ (please attach a separate worksheet for each sign)

Applicant Information:

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Owner Information (the "owner" does not include tenants or contract buyers):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Tenant / Lessee Information (if applicable):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Notification Information (list the person to whom all correspondence regarding this application should be directed):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Information:

Property Size: _____ acres or _____ square feet

Zoning: _____

Address: _____
(number) (street) (city) (state) (zip)

or General Location (if no address has been assigned provide a street corner, subdivision lot number, etc):

Supporting Information (please note the following which must be provided with the application):

- ☐ 5 initial copies of a site development plan (required based on the type of ZCC requested – see attached checklist). The site plan must also show the location of any types of freestanding signs proposed (including the sign location, the proposed sign setback from all rights-of-way, the landscaping at the base of the proposed sign, and all sight visibility triangles).
- ☐ A completed sign worksheet for each sign proposed (see attached form).
- ☐ A dimensioned drawing showing the size of each sign face and indicating each sign's proposed location (either on the face of a structure, or elsewhere on the property).

Applicant's Signature / Acknowledgement:

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

- ☐ I understand that 20 copies of a revised Site Development Plan will be required for distribution to the Plan Commission.

(Applicant's Signature)

(Date)

Property Owner's Signature (the "owner" does not include tenants or contract buyers):

I authorize the filing of this application and will allow the Planning Department staff to enter this property for the purpose of analyzing this request. Further, I will allow a public notice sign to be placed and remain on the property until the processing of the request is complete.

(Owner's Signature)

(Date)

(Owner's Signature)

(Date)

Columbus – Bartholomew County Planning Department
Zoning Compliance Certificate Site Plan Checklist
(Columbus & Bartholomew County Zoning Ordinance Section 12.9(D))

All Zoning Compliance Certificate applications that involve alterations to the site (such as new construction, expansions of existing buildings, mineral extraction, change of use, etc.) shall be accompanied by 5 copies of a site plan.

Some items listed below may not apply to certain applications. The applicant is responsible for contacting the Planning Department to mutually identify any information that is not applicable. The applicant is also required to provide any other information requested by the Planning Director, Chief Code Enforcement Officer, or City/County Engineer of jurisdiction to demonstrate compliance with the requirements of the Zoning Ordinance.

1. _____ A site location map showing the subject property, adjacent streets, and the nearest intersection.
2. _____ the address of the parcel;
3. _____ all property boundaries, including dimensions;
4. _____ the drawing scale and a north arrow;
5. _____ all rights-of-way (with street name and classification labeled), easements, and required buffer yards and setbacks;
6. _____ all existing and proposed structures or other site improvements with the dimensions of such improvements;
7. _____ the height of all structures (in feet from ground level);
8. _____ the distances from all proposed structures to the property lines;
9. _____ the location of any existing or proposed septic field;
10. _____ the location of any existing or proposed driveway and/or parking areas (including parking space dimensions, driving aisle widths, intersection radii, pavement materials, curb locations, driveway widths at the property line, and distances to the nearest drives on the same and opposite side of the street);
11. _____ the location of any drive-through facilities, including vehicle stacking spaces and point of service;
12. _____ the location of any loading areas;
13. _____ all sidewalks (public and private) including construction details and accessible ramp details;
14. _____ the location of any required landscaping, with plant materials labeled according to size at planting and species;
15. _____ any areas proposed for permanent or occasional outdoor storage, sales, and/or display;
16. _____ any fences or walls;
17. _____ a photometric plan and/or detailed specifications for all exterior lighting fixtures;
18. _____ the location of any required intersection sight visibility triangles;
19. _____ the location of any waste containers and a detail demonstrating how they are to be enclosed;
20. _____ the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds that are located on, cross, or adjoin the subject property;
21. _____ all sanitary sewer, storm sewer, and water utility connections and infrastructure located on or immediately adjacent to the subject property;

- 22. _____ any flood hazard areas, including the finished floor elevation, base flood elevation, and flood protection grade for all structures;
- 23. _____ general grades on-site sufficient to determine positive drainage
- 24. _____ a septic system permit from the Bartholomew County Health Department (if a septic system is to be used).
- 25. _____ a description of the existing or proposed uses of the property.
- 26. _____ an indication of the number of dwelling units, or tenant spaces, the building is designed to accommodate.
- 27. _____ a certification of the location of proposed buildings and other structures by a land surveyor licensed in the State of Indiana.

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Sign Worksheet

(Attach a separate sign worksheet for each sign to the ZCC or Sign Application)

Use of the Sign (check only one):

- ☐ Permanent ☐ Temporary: from _____ to _____
(start date) (end date)

Type of Sign (check only one):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Development Entry Sign | <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Interstate Oriented Sign |
| <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Projecting Sign | <input type="checkbox"/> Pedestrian Entry Sign | <input type="checkbox"/> Directional Sign |
| <input type="checkbox"/> Directory Sign | <input type="checkbox"/> Window Sign | <input type="checkbox"/> Suspended Sign | <input type="checkbox"/> Flag Sign (commercial message) |
| <input type="checkbox"/> Banner Sign | <input type="checkbox"/> Inflatable Sign | <input type="checkbox"/> Beacon Sign | <input type="checkbox"/> Other: _____ |

Sign Features (check all that apply):

- ☐ Multiple Use Sign – Number of Secondary Elements (ie. tenant signs): _____
- ☐ Changeable Copy: _____ square feet
- ☐ Time & Temperature: _____ square feet

Sign Area:

Sign Area (total): _____ square feet (_____ feet tall X _____ feet wide)

Freestanding Sign Information (complete as applicable):

Sign Height (from ground level): _____ feet

Sign Area (primary element): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #1): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #2): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #3): _____ square feet (_____ feet tall X _____ feet wide)

Wall Sign Information (complete as applicable):

Area of Structure Front Walls: _____ square feet

Front Wall #1: _____ square feet (_____ feet tall X _____ feet wide)

Front Wall #2: _____ square feet (_____ feet tall X _____ feet wide)

Window Sign Information (complete as applicable):

Area of Windows: _____ square feet

Windows on Wall #1: _____ square feet (_____ feet tall X _____ feet wide)

Windows on Wall #2: _____ square feet (_____ feet tall X _____ feet wide)